



U.S. Agency for International Development

FY 2001 Affirmative Employment Accomplishment Report and FY 2002 Program Plan Update for Persons with Disabilities

Office of Equal Opportunity Programs

FY 2001 Affirmative Employment Accomplishment Report and FY 2002
Program Plan Update for Persons with Disabilities

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AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,000 OR MORE EMPLOYEES
AFFIRMATIVE EMPLOYMENT PROGRAMS FOR
PERSONS WITH DISABILITIES

Plan update for the period October 1, 2001 through September 30, 2002. Accomplishment Report for the period October 1, 2000 through September 30, 2001.

U.S. Agency for International Development
AGENCY

1300 Pennsylvania Avenue, N.W., Room 2.09C, RRB
Washington, D.C. 20523-2901

AGENCY ADDRESS

NUMBER OF EMPLOYEES COVERED BY THIS PLAN:

2141

Gloria Greene-Blackwell

(202) 712-0376

NAME OF PERSON PREPARING THIS FORM

TELEPHONE NO.

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

JESSALYN L. PENDARVIS
DIRECTOR, OFFICE OF EQUAL OPPORTUNITY PROGRAMS

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF AGENCY HEAD

DATE

ANDREW S. NATSIOS, ADMINISTRATOR

NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEOC MD-713, "AFFIRMATIVE EMPLOYMENT FOR HIRING, PLACEMENT, AND ADVANCEMENT OF PERSONS WITH DISABILITIES")

PART 1: PROGRAM PLAN UPDATE

FOR THE PERIOD OCTOBER 1, 2001 – SEPTEMBER 30, 2002 NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH TARGETED DISABILITIES (TD) (BASED ON PERMANENT WORKFORCE)

Agencies are to use this format to establish numerical objectives for the period October 1, through September 30. Anticipated changes in the workforce are taken into account, as objectives are calculated on the basis of losses from the workforce as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired workforce profile as of September 30.

	ANTICIPATED CHANGES IN WORKFORCE FROM OCTOBER 1, 2000 TO SEPTEMBER 30, 2001	
	NUMBER + OR -	PERCENT CHANGE +/-
LOSSES (TOTAL WORKFORCE)	-194	-9.06%
LOSSES WITH DISABILITIES REPORTED	0	0.00%
LOSSES TARGETED DISABILITIES (TD)	0	0.00%
ACCESSIONS (TOTAL WORKFORCE)	+224	+10.4%
ACCESSIONS WITH DISABILITIES	+04	+7.27%
ACCESSIONS TARGETED DISABILITIES (TD)	+02	+14.2%

	WORKFORCE ACTUAL DATA AS OF 9/30/01		ANTICIPATED CHANGES IN WORKFORCE FROM 10/1/01 TO 9/30/2002		ANTICIPATED DATA AS OF 9/30/2002	
	NUMBER	%	NUMBER + OR -	*% CHANGE + OR -	NUMBER	%
TOTAL WORKFORCE	2141	100.0%	+30	+1.40%	2171	100.0%
DISABILITIES REPORTED	55	2.56%	+04	+07.27%	59	2.71%
TARGETED DISABILITIES	14	0.65%	+02	+14.2%	16	0.73%

*CALCULATE THIS PERCENTAGE BY DIVIDING THE NUMBER + OR – BY THE CORRESPONDING NUMBERS IN THE WORKFORCE AS OF THE BEGINNING OF THE REPORTING PERIOD.

NUMERICAL OBJECTIVES FOR THE PERIOD OCTOBER 1, 2001 THRU SEPTEMBER 30, 2002	
A. TOTAL NUMBER OF ACCESSIONS OF PERSONS WITH TD	<u>02</u>
B. PERCENT ACCESSIONS OF PERSONS WITH TD	<u>0.89%</u>
C. TOTAL NUMBER OF PERSONS WITH TD ON BOARD AS OF 9/30/2001	<u>16</u>
D. PERCENT OF WORKFORCE WITH TD AS OF 9/30/2001	<u>0.73%</u>

EEOC FORM 440

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for persons with specified severe disabilities. The purpose is to obtain applications from qualified persons with disabilities. A revised and improved plan for a special recruitment program must be developed unless:

A. the agency met its previous year's employment objectives

(If so, check here: [☐])

or

B. the number of applications received from persons with targeted disabilities was at least two times the number of accessions that would have been necessary to achieve the objectives.

(If so, check here [X])

IF NEITHER OF THESE CONDITIONS HAS BEEN MET, list new recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

NEW RECRUITING STRATEGIES	TARGET DATES

EEOC FORM 440 (10/87)

PLAN FOR SPECIAL RECRUITMENT PROGRAM

RECRUITMENT STRATEGIES

During FY 2002, USAID will continue to:

1. Increase managers', supervisors', and selecting officials' understanding of the Affirmative Employment Program for Persons with Disabilities, and their responsibility in hiring and working with individuals with disabilities through training, workshops, briefs, and dissemination of videos and written materials.

TARGET DATE: Periodically throughout FY 2002
Responsible Office: Equal Opportunity Programs

2. Post vacancy announcements on the Agency's Human Resources website and OPM's USA JOBS website to ensure widest distribution of information for external applicants accessing USAID job announcements through the internet.

TARGET DATE: Continuing throughout 2002
Responsible Office: Human Resources

3. Provide information regarding policies relating to individuals with disabilities through the Office of Equal Opportunity Programs website, which is currently under development.

TARGET DATE: September 2002
Responsible Office: Equal Opportunity Programs

4. Continue to implement the Agency's Five Year Plan for Hiring Individuals with Disabilities developed to increase employment opportunities for individuals with disabilities at all levels in the workforce as mandated by Executive Order 13078 signed on July 26, 2000. The Agency's Plan earmarks six positions per year or a total of 30 positions over the next five years for persons with disabilities. External recruitment efforts will be used to accomplish this goal.

TARGET DATE: September 2002
Responsible Office: Human Resources

5. Present periodic orientation sessions to managers and supervisors on the special appointment authorities that can be utilized to hire people with disabilities non-competitively.

TARGET DATE: Periodically throughout FY 2002
Responsible Office(s): Human Resources & Equal Opportunity Programs

6. Provide Agency representation at conferences, conventions, and job fairs sponsored by organizations for persons with disabilities.

TARGET DATE: Periodically throughout FY 2002
Responsible Office(s): Equal Opportunity Programs, Human Resources
& Office of the Inspector General

7. Maintain contact and collaborative working relationships with: (a) Disability Coordinators in colleges, universities, and organizations with high enrollment or membership of persons with disabilities; and (b) counselors affiliated with state government Vocational Rehabilitation Offices to identify and recruit qualified disabled applicants. Refer specific vacancy announcements to these organizations.

TARGET DATE: Periodically throughout FY 2002
Responsible Office(s): Equal Opportunity Programs, Human
Resources & Office of the Inspector General

8. Develop and present to all Agency employees awareness programs on the benefits and success stories of employing individuals with disabilities on an agency-wide basis.

TARGET DATE: Periodically throughout FY 2002
Responsible Office: Equal Opportunity Programs

9. Continue to implement the Agency's Reasonable Accommodation Procedures addressing reasonable accommodation needs and requirements of employees and applicants with disabilities as mandated by Executive Order 13164 signed July 26, 2000.

TARGET DATE: Periodically throughout FY 2002
Responsible Office: Equal Opportunity Programs

10. Integrate reasonable accommodation policies and procedures into appropriate training sessions for managers and supervisors.

TARGET DATE: Periodically throughout FY 2002
Responsible Office: Equal Opportunity Programs

11. Continue to include in the Agency's Vacancy Announcements language that states, reasonable accommodations will be made, upon request, for qualified applicants or employees with disabilities.

TARGET DATE: Continuously throughout 2002
Responsible Office: Human Resources

12. Recognize managers and supervisors whose recruiting, hiring, and promoting efforts of persons with disabilities are commendable.

TARGET DATE: Periodically throughout FY 2002
Responsible Office(s): Equal Opportunity Programs

13. Continue to implement Section 508 of the Rehabilitation Act of 1973, that requires Federal agencies' electronic and information technology to be accessible to people with disabilities. Periodically post notices on the Agency's internal electronic bulletin board informing offices and bureaus of their responsibilities to meet the requirements, to ensure that people with disabilities have equity in the use of electronic and information technology.

TARGET DATE Periodically throughout FY 2002
Responsible Office: Office of Information Resources

14. Participate in Disability Mentoring Day activities to expose young people with disabilities to a variety of career options.

TARGET DATE: October 2002
Responsible Office: Equal Opportunity Programs

15. Compile a mailing list and email listing of identified sources for hiring individuals with disabilities, for Human Resources to send vacancy announcements.

TARGET DATE: April 2002
Responsible Office(s): Equal Opportunity Programs &
Human Resources

FACILITY ACCESSIBILITY

A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVES	ORIGINAL	PREVIOUS TARGET DATES	REVISED REMOVAL STRATEGIES
All objectives for barrier removal, established in previous submissions, have been accomplished. USAID, however, will continue to monitor these accomplishments to assure that all Agency occupied facilities are accessible to all persons.			

B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVES	TARGET DATES

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
See page 11				

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
None reportable				

ENOUGH OF THE TARGET DATE INDICATED SHOULD BE PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN SO THAT SUBSTANTIAL PROGRESS TOWARD ELIMINATION OF BARRIERS WILL HAVE BEEN MADE BY THAT TIME. ALL BARRIERS THAT ARE LISTED IN ITEM "A" ABOVE SHOULD BE REMOVED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT AND ADVANCEMENT OF PERSONS WITH DISABILITIES

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED:

BARRIER 1: Limited awareness of supervisors and managers regarding their responsibility for affirmative employment of persons with disabilities.

Alternatives:

1. Provide awareness training to selecting officials, supervisors, and managerial personnel to ensure that higher level management understands the benefits of hiring persons with disabilities.
2. Improve the hiring, retention and advancement of persons with disabilities within USAID, so that by the increased presence of persons with disabilities, Agency management will increasingly focus on their abilities.

Planned Actions:

1. Conduct briefings, training, and workshops, and disseminate videos and written materials that address supervisors', managers', and selecting officials' responsibility for affirmative employment for persons with disabilities.
2. Develop and implement disability awareness modules that can be incorporated into the Agency's existing management skills training curricula and orientations for new hires.
3. Post materials that address the employment of people with disabilities, the Rehabilitation Act of 1973, and other disability-related information on the Equal Opportunity Programs homepage which is currently under development.

Status: To sensitize Agency managers and supervisors about their responsibilities for implementing affirmative employment actions for persons with disabilities, USAID has:

--Addressed the concerns of managers and supervisors relating to recruitment, and reasonable accommodation. This was carried out through individual consultations with managers and supervisors on a one-to-one basis and through periodic training sessions with managers and supervisors on issues of concern to persons with disabilities.

--Issued Agency-wide notices and guidance, and displayed exhibits during “National Disability Employment Awareness Month,” on how to promote positive attitudes towards the abilities of persons with disabilities.

CURRENT TARGET DATE: September 30, 2002

DATES INDICATED PREVIOUSLY: September 30, 2001
September 30, 2000
September 30, 1999

BARRIER 2: Absence of effective procedures to ensure enhanced recruitment of persons with disabilities.

Alternatives:

1. Develop and implement specific procedures to increase employment opportunities for persons with disabilities.
2. Enhance recruitment of persons with disabilities through maintaining contact and collaborative working relationships with Disability Coordinators in colleges, universities, and organizations with a large population of persons with disabilities, to identify and recruit qualified disabled applicants.

Planned Actions:

1. Implement Executive Order 13078 (July 26, 2000) that directs Federal agencies to increase employment opportunities for individuals with disabilities.
2. Apply special appointing authorities for people with disabilities, include the special appointing authority in the area of consideration section of job announcements, where appropriate, and develop and implement related referral processes.
3. Present periodic orientation to managers and supervisors on the special appointment authorities that can be utilized to hire people with disabilities non-competitively.

Status: To increase the number of employment opportunities for individuals with disabilities, the Agency has adopted the Office of Personnel Management Plan, “Increasing the Opportunities for Individuals with Disabilities to be Employed in the Federal Government”, as mandated by Executive Order 13078, July 26, 2000. In the Plan, the Agency earmarks six positions per year or a total of 30 positions over the next five years for persons with disabilities. Meetings are currently in progress to develop and implement specific procedures.

CURRENT TARGET DATE: September 30, 2002

PART 2: REPORT OF ACCOMPLISHMENTS

FOR THE PERIOD OCTOBER 1, 2000, THROUGH SEPTEMBER 30, 2001

AFFIRMATIVE ACTION PROGRAM FOR PERSONS WITH DISABILITIES

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2001. Include selective placement coordinators, disability program managers, and other key staff assigned to the affirmative action program for persons with disabilities. Do not include equal employment opportunity counselors and other personnel processing complaints of discrimination on the basis of disabilities.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCYWIDE RESPONSIBILITY (DEPARTMENTWIDE, IF APPLICABLE)

NUMBER OF PERSONS 02
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO
THE PROGRAM) .20

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE,
INDICATE NOT APPLICABLE)

NUMBER OF PERSONS 0
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO
THE PROGRAM) 0.0

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT THE
HEADQUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS
RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
1 – 5 %	
6 – 10 %	02
11- 25 %	
26 – 75 %	
76 – 100 %	
TOTAL: 12 – 20%	02

C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY 01.

OPERMANENT WORKFORCE
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAMS FOR EMPLOYMENT OF PEOPLE WITH
DISABILITIES
(OCTOBER 1, 2000 – SEPTEMBER 30, 2001)

	TOTAL WORK FORCE	PERSON WITH DISABILITIES	%	NO DISABILITIES	%	OTHER (01) AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 2000	2107	58	2.75%	2030	96.3%	20	1.04%	15	0.71%
FY__ OBJECTIVE									
SEPTEMBER 30, 2001	2141	55	2.56%	2054	95.9%	32	1.49%	14	0.65%

TOTAL NUMBER OF ACCESSIONS
FROM OCT 1, 2000 TO SEP 30, 2001 223*

TOTAL NUMBER OF LOSSES FROM 192*
OCT 1, 2000 TO SEP 30, 2001

INSTRUCTIONS: THE DATA ON THIS PAGE ARE FOR PERMANENT TENURE (FULL-TIME AND
PART-TIME INTERMITTENT AND PERMANENT NON-APPROPRIATE FUND EMPLOYEES)

SPECIAL RECRUITMENT PROGRAM – ACCESSIONS AND LOSSES – TARGETED DISABILITIES

	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITIES (28, 32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DISTORTION LIMB/SPINE (92)	TOTAL TARGETED DISABILITIES
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPT 30, 2000	6			2	1	3	3			15
APPLICATIONS FROM OCT 1, 2000 TO SEP 30, 2001				1				2		3
ACCESSIONS FROM OCT 1, 2000 TO SEPT 30, 2001										
LOSSES FROM VOLUNTARY OR INVOLUNTARY SEPARATION	1									
ON-BOARD PERSONS WITH TARGETED DISABILITIES AS OF SEP 30, 2001	5			2	1	3	3			14

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*On-board workforce as of FY 00, plus new hires, minus separations does not equal the on-board workforce as of FY 01. Formula can not be used by USAID because of the way personnel transactions are entered in the computer system. The Agency has procured a new personnel system (NFC) that has replaced the old legacy personnel system.

TEMPORARY WORKFORCE
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAMS FOR EMPLOYMENT OF PEOPLE WITH
DISABILITIES
(OCTOBER 1, 2000 – SEPTEMBER 30, 2001)

	TOTAL WORK FORCE	PERSON WITH DISABILITIES	%	NO DISABILITIE S	%	OTHER (01) AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 2000	15	1	6.66%	14	93.3%				
FY__ OBJECTIVE									
SEPTEMBER 30, 2001	17		100.0%	17	100.0%				

TOTAL NUMBER OF ACCESSIONS
FROM OCT 1, 2000 TO SEP 30, 2001 2

TOTAL NUMBER OF LOSSES FROM
OCT 1, 2000 TO SEP 30, 2001 6

INSTRUCTIONS: THE DATA ON THIS PAGE ARE FOR PERMANENT TENURE (FULL-TIME AND
PART-TIME INTERMITTENT AND PERMANENT NON-APPROPRIATE FUND EMPLOYEES)

SPECIAL RECRUITMENT PROGRAM – ACCESSIONS AND LOSSES – TARGETED DISABILITIES

	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITIES (28, 32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DISTORTION LIMB/SPINE (92)	TOTAL TARGETED DISABILITIES
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPT 30, 2001										
APPLICATIONS FROM OCT 1, 2000 TO SEP 30, 2001										
ACCESSIONS FROM OCT 1, 2000 TO SEPT 30, 2001										
LOSSES FROM VOLUNTARY OR INVOLUNTARY SEPARATION										
ON-BOARD PERSONS WITH TARGETED DISABILITIES AS OF SEP 30, 2001										

EEOC FORM 440

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR.

A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

To ensure the safe evacuation of all individuals that are deaf/hearing impaired, strobe lights were installed in the hallways on all floors in the Ronald Reagan Building during this reporting period.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?
[] NOT APPLICABLE [X] YES [] NO; DESCRIBE

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

NONE

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES OR PROCEDURES
WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH
DISABILITIES**

**LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS YEARS FOR WHICH ACTIONS WERE TAKEN DURING THE
REPORTING YEAR.**

BARRIERS	ALTERNATIVES	ACTION TAKEN	COMPLETION DATE
	NONE REPORTABLE		

**PERMANENT WORK FORCE
PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS
OCTOBER 1, 2000 TO SEPTEMBER 30, 2001**

CATEGORY	ON-BOARD AS OF 9/30/01	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5-12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15)		SES DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOT FILLED	PERCENT
TOTAL WORK FORCE	2141	277	12.9%						
NOT IDENTIFIED (01)	23			SEE PAGE 23 CAREER DEVELOPMENT PROGRAMS					
NOT AVAILABLE OR UNSPECIFIED	9								
NO DISABILITIES (04-05)	2054	275	13.3%						
DISABILITIES REPORTED (13-90)	55	1	1.81%						
TOTAL TARGETED DISABILITIES	14	1	7.14%						

PERCENT PROMOTIONS = $\frac{\text{NUMBER ON-BOARD IN CATEGORY}}{\text{TOTAL WORK FORCE}}$

PERCENT DEVELOPMENT PROGRAMS ON BOARD IN CATEGORY = $\frac{\text{SLOTS IN CATEGORY}}{\text{TOTAL WORK FORCE}}$

COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5-12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT, PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NONCOMPETITIVELY THROUGH A SERIES OF PROMOTIONS WITH WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13-15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING YEAR.

CAREER DEVELOPMENT PROGRAMS:

During October 1, 2000 to September 30, 2001, the U.S. Agency for International Development (USAID) did not have career development programs that fit the exact descriptions indicated in the narrative on EEO Form 440 page 13. However, USAID does have training programs that may or may not lead to promotions.

Career Development (Grades 5-12-):

1. Student Career Experience Program (College Level) -	0
2. Presidential Management Interns (PMI)	5
3. Women's Executive Leadership Program (WEL) -	0
Total:	<u>5</u>

Senior Level Career Development Programs (Grades 13-15):

1. Executive Potential Program (EPP) (One year Program)	0
2. Executive Development Training	0
Total:	<u>0</u>

Executive Development Programs:

Foreign Service

(National War College, NWC)	
FS-01	2
(Foreign Service Institute, FSI)	
FS-01	2
(Industrial College of the Armed Forces , ICAF)	
FS-01	2
Total:	<u>6</u>

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

Initiatives and noteworthy accomplishments undertaken by USAID during FY 2001 which have proven to be successful in improving employment opportunities, accessibility/accommodations for individuals with disabilities included the following:

- ❖ During the period, USAID participated in the Computer/Electronic Accommodations Program (CAP), sponsored by the Department of Defense. Under the terms of the partnership agreement, CAP has provided and will continue to provide assistive technology and information, along with related devices and services, to USAID employees with disabilities to enhance their work performance.
- ❖ To commemorate National Disability Employment Month, the Agency sponsored a program to heighten non disabled employees awareness of employees with disabilities and a workshop presentation on "All You Have To Do Is Ask" was held to promote positive attitudes for the abilities of persons with disabilities. In addition to the program and workshop, the Agency participated in Career Mentoring Day activities sponsored by the Department of Labor, Office of Disability Policy. The goals of the mentoring day activities were to expose young people with disabilities to a variety of career options, expand individual awareness, insight and perspective about the organization and to provide Federal agencies with an opportunity to connect with a talented pool of future professionals.
- ❖ Sign language interpreting service requests were utilized for various programs and meetings held in FY 2001. This has been part of a concerted effort to encourage participation of hearing impaired employees in all Agency sponsored meetings and activities.
- ❖ The Director, Office of Equal Opportunity Programs, met with leaders from the disability community to discuss their issues and concerns. The meeting was held in anticipation of a meeting with USAID Administrator.
- ❖ Agency implemented extensive testing to evaluate its emergency evacuation procedures. This initiative stemmed from the events of September 11, and the objective was to ensure the safe evacuation of all employees. Special attention was given to the prompt and effective assistance to individuals whose medical condition necessitate special care.

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

- ❖ The Disability Parking Committee reviewed and evaluated six requests for parking spaces in the Ronald Reagan Building to accommodate persons with disabilities.
- ❖ USAID has established, cross-cutting accessibility teams to address accessibility issues and coordinate the Agency's efforts to meet the requirements of Section 508. The teams objectives are to ensure that people with disabilities have equal access to the use of electronic and information technology. Agency notices and contract information bulletin were issued to employees, USAID contracting officers and negotiators to provide guidance necessary for the implementation of the requirements of Section 508.
- ❖ USAID continues to utilize a Disability Review Committee (DRC) to expedite reasonable accommodation request. During the reporting period, the DRC was instrumental in ensuring reasonable accommodation request were met for a number of employees. Some of the accommodation included but were not limited to, assistive technology, procurement of ergonomic furniture and equipment, and job scheduling.

**CIVIL SERVICE
PERMANENT WORK FORCE**

ANALYSIS OF WORK FORCE: WHITE COLLAR (GS, GM, SES, AND ALL OTHERS)

DATA AS OF SEPTEMBER 30, 2001

CATEGORY*	GS-01	GS-02	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08	GS-09	GS-10	GS-11	GS-12	GS-13	GS-14	GS-15	SES	OTHER WC	TOTAL
TOTAL WORKFORCE # %		1 0.1	1 0.1		5 0.5	16 1.5	47 4.5	47 4.5	80 7.6	12 1.1	72 6.9	131 12.5	196 18.7	216 20.6	140 13.4	27 2.6	57 5.4	1048 100.0
NOT IDENTIFIED (01) # %									2 10.5			2 10.5	9 47.4	3 15.8	2 10.5	1 5.3		19 100.0
NOT AVAILABLE (00) # %												1 20.0	1 20.0	2 40.0	1 20.0			5 100.0
NO HANDICAP (04-05) # %					4 0.4	15 1.5	45 4.6	47 4.8	78 8.0	12 1.2	71 7.3	119 12.2	176 18.0	200 20.4	134 13.7	25 2.6	53 5.4	979 100.0
HANDICAP REPORTED # %		1 2.2	1 2.2		1 2.2	1 2.2	2 4.4				1 2.2	9 20.0	10 22.2	11 24.4	3 6.7	1 2.2	4 8.9	45 100.0
TOTAL TARGETED DISABILITIES # %		1 7.7	1 7.7		1 7.7		1 7.7					2 15.4	3 23.1	3 23.1			1 7.7	13 100.0
DEAFNESS (16,17) # %							1 20.0					2 40.0	2 40.0					5 100.0
BLINDNESS (23,25) # %																		
MISSING EXTREMITIES (28,32-38) # %																		
PARTIAL PARALYSIS (64-68) # %														1 100.0				1 100.0
COMPLETE PARALYSIS (71-78) # %														1 100.0				1 100.0
CONVULSIVE DISORDERS (82) # %													1 33.3	1 33.3			1 33.3	3 100.0
MENTAL RETARDATION (90) # %		1 33.3	1 33.3		1 33.3													3 100.0
MENTAL ILLNESS (91) # %																		
DISTORTION OF LIMBS/SPINE (92) # %																		

**FOREIGN SERVICE
PERMANENT WORK FORCE**

ANALYSIS OF WORK FORCE: WHITE COLLAR (FA, FE, FS)

DATA AS OF SEPTEMBER 30, 2001

CATEGORY*	FA	FE-CM	FE-MC	FE-OC	FS-01	FS-02	FS-03	FS-04	FS-05	FS-06	FS-07	FS-08	FS-09	TOTAL
WORKFORCE # %	0 0.0	10 0.9	28 2.6	94 8.6	285 26.1	377 34.5	137 12.5	150 13.7	10 0.9	1 0.1	1 0.1	0 0.0	0 0.0	1093 100.0
NOT IDENTIFIED (01) # %				1 25.0		1 25.0	1 25.0	1 25.0						4 100.0
NOT AVAILABLE (00) # %					1 25.0	1 25.0	1 25.0			1 25.0				4 100.0
NO HANDICAP (04-05) # %		10 0.9	27 2.5	93 8.7	280 26.0	373 34.7	134 12.5	147 13.7	10 0.9		1 0.1			1075 100.0
HANDICAP REPORTED # %			1 10.0		4 40.0	2 20.0	1 10.0	2 20.0						10 100.0
TOTAL TARGETED DISABILITIES # %					1 100.0									1 100.0
DEAFNESS (16,17) # %														
BLINDNESS (23,25) # %														
MISSING EXTREMITIES (28,32-38) # %														
PARTIAL PARALYSIS (64-68) # %					1 100.0									1 100.0
COMPLETE PARALYSIS (71-78) # %														
CONVULSIVE DISORDERS (82) # %														
MENTAL RETARDATION (90) # %														
MENTAL ILLNESS (91) # %														
DISTORTION OF LIMBS/SPINE (92) # %														

EEOC FORM 440 (10/87)

* NUMBER IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

**FEDERAL WAGE SYSTEM
PERMANENT WORK FORCE**

ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM

DATA AS OF SEPTEMBER 30, 2001

CATEGORY*	WD/WG-01	WD/WG-02	WD/WG-03	WD/WG-04	WD/WG-05	WD/WG-06	WD/WG-07	WD/WG-08	WD/WG-09	WD/WG-10	WD/WG-11	WD/WG-12	WD/WG-13	WD/WG-14	WD/WG-15	OTHER BC	TOTAL
TOTAL WORKFORCE # %																	
NOT IDENTIFIED (01) # %																	
NOT AVAILABLE # %																	
NO HANDICAP (04-05) # %																	
HANDICAP REPORTED # %				NOTE: THERE WERE NO BLUE COLLAR WORKERS ON BOARD AS OF SEPTEMBER 30, 2001													
TOTAL TARGETED DISABILITIES # %																	
DEAFNESS (16,17) # %																	
BLINDNESS (23,25) # %																	
MISSING EXTREMITIES (28,32-38) # %																	
PARTIAL PARALYSIS (64-68) # %																	
COMPLETE PARALYSIS (71-78) # %																	
CONVULSIVE DISORDERS (82) # %																	
MENTAL RETARDATION (90) # %																	
MENTAL ILLNESS (91) # %																	
DISTORTION OF LIMBS/SPINE (92) # %																	

PERMANENT WORK FORCE

ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS
(PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, CLERICAL, OTHER WHITE
COLLAR, SUPERVISORY, LEADER AND NONSUPERVISORY BLUE COLLAR)

AS OF SEPTEMBER 30, 2001

CATEGORY*		PROFESSIONAL	ADMINISTRATIVE	TECHNICAL	CLERICAL	OTHER	OTHER WIC	SUPV BC	LEADER BC	NONSUP BC	TOTAL
TOTAL WORKFORCE	# %	605 28.3	1241 58.0	74 3.5	136 6.4	1 0.05	84 3.9				2141 100.0
NOT IDENTIFIED (01)	# %	9 39.1	13 56.5			1 4.3					23 100.0
NOT AVAILABLE (00)	# %	4 44.4	5 55.6								9 100.0
NO HANDICAP (04-05)	# %	577 28.1	1194 58.1	72 3.5	131 6.4	1 0.4	79 3.3				2054 100.0
HANDICAP REPORTED	# %	17 30.9	27 49.1	2 3.6	4 7.3		5 9.1				55 100.0
TOTAL TARGETED DISABILITIES	# %	6 42.9	3 21.4	1 7.1	3 21.4	0	1 7.1				14 100.0
DEAFNESS (16,17)	# %	4 80.0		1 20.0							5 100.0
BLINDNESS (23,25)	# %										
MISSING EXTREMITIES (28,32-38)	# %										
PARTIAL PARALYSIS (64-68)	# %		2 100.0								2 100.0
COMPLETE PARALYSIS (71-78)	# %	1 100.0									1 100.0
CONVULSIVE DISORDERS (82)	# %	1 33.3	1 33.3				1 33.3				3 100.0
MENTAL RETARDATION (90)	# %				3 100.0						3 100.0
MENTAL ILLNESS (91)	# %										
DISTORTION OF LIMBS/SPINE (92)	# %										